**Beginning of the year - School Effective Plan**

* Start with Data
* Get CSAP scores – reflection upon with (ie) Math/Science and Eng/SS departments Wed. dept meetings (coaches help plan and facilitate)
  + Identify trends
  + Which standards support
  + Gap analysis
  + Root cause analysis
* Instructional Leaders Dept Chairs – Instructional coaches attend whether a dept. chair or not (workshop led by coaches about effective use of data (eg: data dialogues) in Sept. – time built into for HS coaches to plan this)
* Acuity Data Dialogues (after each window) -
  + Dig deeper to find deficiencies
  + Make action plan for instruction
* Attend admin. Team after CSAP analysis and each Acuity window to determine goals for instruction (backwards map – where do we want our teachers to be at the end of next year)
  + Identify what cohort of students to work on based on data
  + Identify what teachers to work with
  + Identify instructional strategies/best practices
  + Identify work in each department
  + Identify role in building PD
    - Examples of PD (new standards, data dialogue, facilitation skills on effective meetings, book study, alternative assessments/assignments, internal labs, GRR, external labs with feeders, etc) could be done with Inst. Leaders, other teams, departments, cross content teams, Acuity etc.)

**1st Quarter**

* Kick off of coaching
* Rituals and Routines (PBS and support for new teachers)
* SEP
* Admin Team meetings
* Planning conversations with department chairs (instructional support with standards)
* Bi-monthly principals meeting (30 minutes) – status update (1 meeting with whole admin team, 1 with direct contact principal)
* 1st Acuity window
  + assisting with constructed response norming
  + data dialogues
* RtI – coaching conversations about classroom instruction/interventions
* Develop relationships with teachers
* Planning, reflecting, problem-resolving conversations (standards and teaching/learning cycle)
* SMART goals (setting own and coaching departments/teachers with goals)
* PD

**2nd Quarter**

* 2nd Acuity window
  + assisting with constructed response norming
  + data dialogues
* Planning conversations with department chairs (instructional support with standards)
* Admin Team meetings
* Bi-monthly principals meeting (30 minutes) – status update (1 meeting with whole admin team, 1 with direct contact principal)
* RtI – coaching conversations about classroom instruction/interventions
* Planning, reflecting, problem-resolving conversations (standards and teaching/learning cycle)
* Reflecting conversations about 1st semester – SMART goals and planning for 2nd semester
* PD

**3rd Quarter**

* CSAP
* Planning conversations with department chairs (instructional support with standards)
* Admin Team meetings
* Bi-monthly principals meeting (30 minutes) – status update (1 meeting with whole admin team, 1 with direct contact principal)
* RtI – coaching conversations about classroom instruction/interventions
* Planning, reflecting, problem-resolving conversations (standards and teaching/learning cycle)
* PD

**4th Quarter**

* Planning conversations with department chairs (instructional support with standards)
* Admin Team meetings
* Bi-monthly principals meeting (30 minutes) – status update (1 meeting with whole admin team, 1 with direct contact principal)
* RtI – coaching conversations about classroom instruction/interventions
* Planning, reflecting, problem-resolving conversations (standards and teaching/learning cycle)
* Reflecting on year
* PD